

**South Central Region 8 Workforce Board, Inc.**

**Request for Qualifications**

**For**

**WorkOne Coordinator**

**RFQ Issue Date: December 13, 2012**

Key Dates:

Mandatory Letter of Intent to bid due - December 28,  
12:00 Noon EST

Written Questions Due - December 30, 2011, 12:00 Noon EST

Written Answers to Questions - January 6, 2012

Application Due Date - January 19, 2012, 12:00 Noon EST

Award Announced - January 25, 2012

Contract Begins - July 1, 2012

## **I. Background and General Information**

- A. The South Central Region 8 Workforce Board, Inc. (hereinafter the Board) issues this Request for Qualifications (RFQ) to procure an entity or individual capable of Coordinating WorkOne activities in the eight counties within Region 8.
- B. The Contractor shall provide the services of a WorkOne Coordinator by coordinating the activities provided by WorkOne staff, providing leadership to the Business Services WorkOne team, facilitating WorkKeys administration in the Region, Job Profiling and Skills Assessments, assisting with coordination and marketing of Job Fairs and providing Rapid Response activities for mass dislocations in conjunction with the Regional Operator and WorkOne staff. A more detailed Statement of Work is included in this RFQ.
- C. The Board intends to be as inclusive as possible in this solicitation. The goal is to receive a wide variety of applications from entities or individuals interested and qualified to coordinate WorkOne activities within Region 8. The possible points available in the evaluation process are 100. Minority and Women's Business Enterprises certified by the Indiana Department of Administration will be granted 4% extra consideration when proposals are evaluated.
- D. It is the intent of the Board to house the individual at the Bloomington WorkOne office at no cost to the contractor.
- E. The resulting contract with the successful applicant will be for a period beginning July 1, 2012 to June 30, 2014. Based on performance and funding, the Board may renew the contract for an additional year, July 1, 2014 to June 30, 2015. The form of the contract will be a fixed price contract with performance benchmarks.
- F. The South Central Economic Growth Region 8 consists of Owen, Monroe, Brown, Greene, Lawrence, Daviess, Martin and Orange counties. Applicants are encouraged to visit the Board website at <http://www.southcentral8.org/> to learn more about Region 8. The Department of Workforce Development funds the various activities within the WorkOne. The major activities for the Coordinator are: WorkOne Activity Coordination, WorkKeys, Rapid Response, Business Services Unit coordination and coordination with the Regional Operator. Respondents are encouraged to visit the Department of Workforce Development website to review the Region 8 WIA Plan at <http://www.in.gov/dwd/2689.htm>
- G. The Board is seeking interested and qualified entities able to provide effective WorkOne Coordination in Region 8. The services delivered must meet the specifications of this RFQ. The Board anticipates contracting with one entity for these services. The entity selected should demonstrate the characteristics listed below.
  - Flexibility
  - Creativity
  - Successful Similar Experience
  - Understanding of the Statement of Work

- H. The Board reserves the right to make an award to any applicant or to make no awards, if that is deemed to serve the best interests of the Board and Region 8. The application process is competitive and follows government procurement rules.
- I. The Workforce Investment Act of 1998 (WIA, Public Law 105-220) provides the framework for a national workforce preparation system that is flexible, responsive, customer-focused and locally managed. The Board envisions a system that meets the needs of residents and businesses alike. The goal of programs under the Act is to increase employment, job retention, and earnings and develop the work potential of the residents of Region 8.
- J. This Request for Qualifications is not in itself an offer of work nor does it commit the Board to fund any applications submitted. The Board is not liable for any costs incurred in the preparation or research of applications.
- K. Successful applicants must negotiate a contract before the Board will make any final commitment.
- L. All commitments made by the Board are contingent upon the availability of funds.
- M. The Board assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the Workforce Investment Act of 1998; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; The Age Discrimination Act of 1975, as amended; and Title IX of the Education Amendments of 1972, as amended. The Board also assures that it will comply with 29 CFR part 37 and all other regulations implementing the laws listed above. This assurance applies to the WIA Title I financially assisted program or activity, and to all agreements that the Board makes to carry out the WIA Title I financially assisted program or activity. This WIA Title I funded program is an equal opportunity employer / program. Auxiliary aids and services will be made available upon request for individuals with disabilities.
- N. By submitting an application, all applicants are providing an assurance that they will comply with the above nondiscrimination and equal opportunity provisions.
- O. The applicant should note that under the requirements of the Freedom of Information Act, the contents of your application or other information submitted to the Board is subject to public release upon request, except those items specifically exempt from disclosure. The applicant shall mark as "proprietary" those parts of its application that it deems proprietary. However, the applicant is alerted that this marking is advisory only and not binding on the Board. If there is a request from the public under F.O.I.A. to inspect any part of the application so marked, the Board will advise the applicant and request further justification in support of the "proprietary" marking. If the Board determines, after receipt of the justification, that the material is releasable, the applicant will be notified immediately. Under no circumstances will an application or any part of an application be released prior to the contract award decision.

- P. The Board will authorize the Region 8 Regional Operator to negotiate a contract for the provision of services arising from this RFQ. The Regional Operator shall direct the negotiation and contracting process.
- Q. The specifications in this RFQ may change based on issuance of State or Federal policy. The Region 8 Board will work with the successful applicant to implement any changes required by the State or Department of Labor or the State of Indiana. By submitting an application, the applicant agrees to work cooperatively with the Board and Regional Operator to comply with subsequent changes.
- R. By submitting an application the applicant certifies to his/her knowledge and belief that there is no conflict of interest (real or apparent) inherent in the application or in delivering the plan of work if the Board awards a contract. A conflict of interest would arise if any individual involved in the preparation of this RFQ, application review and rating or award decisions has a financial or other interest in or represents the applicant organization and would be likely to gain financially or personally from the award of a contract. The same would hold true for any member of the individual's family, partner, or an organization employing or about to employ any of the above as a direct result of the successful award of a contract under the RFQ. Applicants are prohibited from attempting to influence the award of a contract by contacting Board members or Elected Officials. The Board reserves the right to disqualify an application or cancel a contract should a conflict of interest be discovered.
- S. The applicant assures that it will be the provider of the services requested and will not subcontract significant functions to other entities if awarded a contract.
- T. The currently projected functions of the WorkOne Coordinator are listed in Section IV of this RFQ.
- U. The WorkOne Coordinator will coordinate WorkOne activities in a functionally integrated facility. Functionally integrated means that WorkOne staff are employed by the Indiana Department of Workforce Development and the WIA service provider staff located in various WorkOne offices throughout Region 8. Coordination means that the individual or entity selected will facilitate the flow of information within the WorkOne between and among managers, staff, partners, employers and community organizations. This is a complex function requiring judgment, experience and common sense.
- V. The WorkOne Coordinator works as an independent contractor that works closely with the Board and the Regional Operator. While the Coordinator makes recommendations to the Board and Regional Operator, the Coordinator does not provide services to WorkOne customers or make policy on behalf of the Board or Regional Operator.
- W. The successful bidder must maintain a financial management system that complies with generally accepted accounting principles. Financial records must be available for review and monitoring purposes.

## II. Application Requirements

- A. Applications must be received by 12 Noon EST, January 19, 2012 in person or by mail at the address indicated. Applications received after that time and date will be rejected. Please note that applications must be received not postmarked. Applications shall not be submitted electronically or by FAX.
- B. Submit four copies of your application on 8½”x 11” white bond. You may single space your application but margins must be at least an inch and font size must be no less than 12. One copy should be submitted unfolded and unstapled. Also submit an electronic copy in Word (.doc file) to [corcoranifc@msn.com](mailto:corcoranifc@msn.com). When you submit the application via email request confirmation that that your application has been received.
- C. Attachment A, an application cover page, should be completed and used as the cover page for the application.
- D. Attachment B Non-Collusion Affidavit needs to be signed and submitted.
- E. Attachment C Assurances and Certifications should be signed and submitted.
- F. Your response to the narrative section of the application is limited to no more than 10 pages. This page limitation is imposed for the sake of the reviewers of your application. This limitation does not include other sections of your application such as: Attachments A, B, and C. The Executive Summary will count toward the 10 page narrative limit.
- G. Applications will be submitted “Return Receipt Requested.” If hand delivered, the deliverer must have a prepared receipt for signature and time/date. Faxed or electronically transmitted applications will not be accepted. The transmitting envelope will be clearly marked “application” and addressed to:

John F. Corcoran, Regional Operator  
South Central Region 8 Workforce Board  
2597 W. Vernal Pike  
Bloomington, IN 47404  
812-332-4496

- H. Assemble your application using the following order. Use this as a checklist to ensure the proper order. Failure to follow RFQ instructions could result in rejection of your application.
  - ☐ Cover Page (Attachment A)
  - ☐ Executive Summary
  - ☐ Qualifications Narrative
  - ☐ Resume
  - ☐ Attachment B (Non-Collusion Affidavit)
  - ☐ Attachment C (Assurances and Certifications)
- I. All entities interested in submitting a proposal must submit a Letter of Intent no later than 12:00 Noon EST December 28, 2011 to John F. Corcoran, South

Central Region 8 Workforce Board. These letters must be received, not postmarked by December 28, 2011. Your Letter of Intent may be mailed, faxed or emailed to [corcoranjfc@msn.com](mailto:corcoranjfc@msn.com). The FAX number is 812-323-3415. If you FAX or email the Letter of Intent, please request confirmation that we have received the letter. The address is:

John F. Corcoran  
South Central Region 8 Workforce Board, Inc.  
2597 W. Vernal Pike  
Bloomington, IN 47404

- J. Written questions regarding this RFQ may be submitted in writing to John F. Corcoran, South Central Region 8 Workforce Board by FAX at 812-323-3415. You may also email questions to John at [corcoranjfc@msn.com](mailto:corcoranjfc@msn.com). All questions will be responded to, compiled and shared with all bidders that submitted a Letter of Intent to bid. Questions will be accepted up to 12:00 Noon, December 30, 2012.
- K. An electronic copy of the RFQ package is available online at [www.southcentral8.org](http://www.southcentral8.org) and [www.in.gov/dwd/2476.htm](http://www.in.gov/dwd/2476.htm).
- L. The questions and answers will be researched, compiled and emailed on January 6, 2012 to all bidders submitting a Letter of Intent to bid.
- M. Members of the Board, the Regional Operator and others designated by the Board will review applications. Funding recommendations will be developed and provided to the Board. The Board must approve all contract awards. An award decision is expected by January 25, 2012. A contract should be executed by June 30, 2012.

The application evaluation weights are listed below.

50% Experience and Past Performance  
30% Understanding of Work to be performed  
20% Proposed Cost

- N. Appeals/Complaints: Applicants have the right to appeal any action or decision related to this RFQ. Appeals will be reviewed and investigated by the Board. The decision of the Board in such situations shall be final. Applicants wishing to make a formal appeal should do so in writing to:

John F. Corcoran, Regional Operator  
South Central Region 8 Workforce Board  
2599 W. Vernal Pike  
Bloomington, IN 47404

### **III. Application Narrative**

#### **A. Experience - Application Evaluation 50%**

The narrative of your application is limited to 10 pages this limitation does not include any of the required attachments or the one page resume.

Please include a one page **Executive Summary** that allows the reader to understand key aspects of the applicant and the approach to providing the requested services.

##### **1. Profile the Applicant**

- a. What is the legal status of your organization? Is your organization certified by the State of Indiana as an MBE or WBE?
- b. Describe your organization, the governance structure, length of existence, vision, mission, goals and major services currently offered.
- c. Provide a one page resume of the individual(s) available for this project. We prefer one key individual to be assigned to this work. This individual should perform the key functions of the WorkOne Coordinator. Other applicant staff may assist the WorkOne Coordinator with this function. (does not count toward 10 page limit)
- d. Provide an organizational chart or listing of individuals within your organization. (does not count toward 10 page limit)
- e. Provide three references of individuals outside of your organization familiar with the quality of prior services you have provided.

##### **2. History of Similar Work**

- a. Applications must include information to demonstrate that the provider has a record of success in delivering similar services or projects. Describe your related experiences and qualifications.
- b. Describe your knowledge and experience with programs funded by the Department of Workforce Development, and the US Department of Labor.

#### **B. Understanding of Work to be Performed 30%**

- a. Describe your understanding of the Region 8 workforce development structure, services, funding and contractors.
- b. Describe your understanding of workforce challenges and opportunities in Region 8.

- c. Describe how you would implement the Statement of Work contained in this application.
- d. Describe how the work of the WorkOne Coordinator will help the WorkOne system in Region 8 improve business services.
- e. Describe how the WorkOne Coordinator will help implement the integration of various partner programs in Region 8 consistent with the State of Indiana plan and Region 8 plan.

### **C. Proposed Fee 20%**

- a. Provide a fixed fee for the proposed services.
- b. The proposed fee should be an all-inclusive fee that includes your cost for compensation, travel, supplies and other costs. There is no need to break this fee down to component costs. Funds available are not known at this time.

## **IV. Statement of Work**

The WorkOne Coordinator shall be responsible for coordination of the following activities and information. Much of work and activity will be provided by locally based State DWD staff or WIA service provider staff. The WorkOne Coordinator facilitates this work. It will be the responsibility of the WorkOne Coordinator to ensure that WorkOne management is informed. The WorkOne Coordinator advises the Regional Operator and Board regarding Regional WorkOne activities in the following areas.

### **Rapid Response**

1. Close coordination with the state Rapid Response coordinator and Regional Operator.
2. Ensure employer is contacted within twenty-four (24) hours of receipt of a WARN notice to schedule an onsite meeting.
3. Attend on-site meetings
4. Facilitate worker transition committee meetings.
5. Collect surveys and disseminate the results.
6. Coordinate and facilitate worker orientation session using the uniform orientation presentation.
7. Advise employers or unions about the TAA program and assist with filing a petition.
8. Submit regular reports to the Regional Operator for the state Rapid Response Coordinator.
9. Attend meetings and training sessions as required.
10. Coordinate the delivery of Rapid Response Services to dislocated workers.

### **WorkKeys**

1. Market the WorkKeys program to employers and other stakeholders and assist in the coordination of this program throughout the Region.
2. Serves as the primary local contact for inquiries regarding WorkKeys.

### **Business Services Team**

1. The Coordinator will be the focal point for the Regional Business Services Team.
2. The Coordinator leads the Business Services Team which markets the WorkOne to employers, community organizations and the public in Region 8.

### **WorkOne Information**

1. The Coordinator facilitates the dissemination of information from the Regional Operator, Department of Labor, State of Indiana, community and the partners within the WorkOne.
2. The Coordinator may conduct training of staff or partners from time to time on a variety of programs.
3. The Coordinator may provide reports as determined by the Regional Operator to the Board.

### **Integration**

Integration is the process of combining and coordinating WorkOne staff resources (State and Local staff) to provide seamless WorkOne services to customers.

1. The WorkOne Coordinator will ensure that Regional WorkOne staff continuously refines their processes to achieve an efficient service delivery system.
2. The WorkOne Coordinator will work with staff to analyze problems and recommend solutions to the Regional Operator.
3. The WorkOne Coordinator will participate as a member of the Leadership Team to ensure consistent and effective Region wide services are provided in the WorkOne offices.

### **Indiana Career Connect**

1. Indiana Career Connect is the State Job Matching system. The Coordinator will be the Regional trainer of staff for I.C.C.
2. The Coordinator ensures that the Business Services Team informs members of the community regarding I.C.C.
3. The Coordinator will generate reports from I.C.C. and provide summary report information to the Regional Operator.

### **Business Consultant**

The successful applicant will serve as the lead Business Consultant in Region 8. Business Consultant functions will generally conform to the duties outlined below.

### General Position Description:

The Regional Business Consultants will connect employers to the Workforce Development System, gather business intelligence and assist in the development of a Regional Economic/Workforce development partnership by developing relationships with regional businesses, Local Economic Development Organizations (LEDO's) and Small Business Development Center Directors

### Responsibilities:

1. Collect business intelligence from employers in the region and develop a personal relationship with the major contributors to the regional economy. Report to the RWB and RO concerning workforce needs and concerns expressed by employers. Consultant will compile and advise the grantee of business intelligence for strategic planning.
2. Raise employer awareness about programs and resources available to meet workforce issues, particularly training and adult literacy needs. Consultant will also be knowledgeable of the programs and services of partner organizations that can be of value to employers.
3. Work with local economic development professionals and local elected officials on business attraction and business retention and expansion initiatives. Provide labor market information, information on the availability and skills of the workforce in the region, and facilitate recruitment and screening services.
4. Assist employers in utilizing all the features of Indiana Career Connect to effectively recruit and select employees. Help employers post job orders as needed and use the system to find and/or screen applicants
5. Participate in Job Fairs, Career Fairs, and other opportunities for both employers and applicants to exchange information about jobs.
6. Serve as a point of contact for companies in the event of closure or layoffs and coordinate Rapid Response efforts as directed by DWD as necessary. Facilitate orientation meetings as required.
7. Promote the development of a skilled regional workforce by encouraging employers to use Work Keys profiles and assessments leading to Career Readiness Certificates. Follow up with participating WorkKeys companies to make sure profiles are completed as needed, assessments are delivered in a timely way, and skills gap training is provided as needed.
8. Perform outreach activities for the Workforce Opportunity Tax Credit (WOTC) and bonding programs with the intent to raise awareness and participation in the programs.
9. Recommend and assist in developing new business services.

Goals of the position:

1. Overall marketing of delineated services to businesses in the region, in group or one-on-one setting.
2. Compiling/gathering of Business Intelligence to better understand the needs of business for Workforce solutions development.
3. Communication, facilitation and coordination of services with State, Regional and Local entities.
4. Work with local and regional economic development professionals in business retention, expansion and attraction activities as needed.
5. Managing a Portfolio of Premier Companies to accomplish above goals.

Deliverables:

1. On a monthly basis provide a detailed activity report to the Regional Operator of: Business/chamber/developmental visits made that month, business attraction/development projects and Rapid response activities.
2. On a weekly basis provide to the Regional Operator planned developmental meetings for the following week.
3. On a quarterly basis, contact Chambers of Commerce and Economic Development organizations in Region 8.

**Attachment A****APPLICATION COVER SHEET**

Organization's Legal Name			
Contact Person:			
Address			
Telephone		Fax	
E-mail		Cell	
Federal ID #			

Check all applicable boxes:

For Profit Corporation		Sole Proprietorship	
Not-for-profit Corporation		Faith-Based Organization	
Partnership		State Agency	
Educational Institution		Labor Organization	
Business Association		Community Based Organization	
Other Public Agency (Specify)		Other	

_____ Authorized Signature		_____ Date
Print Name:		
Title:		

**Attachment B**

**Non-Collusion Affidavit**

State of Indiana

County of \_\_\_\_\_

The respondent is hereby giving oath that it has not, in any way, directly or indirectly, entered into any arrangement or agreement with any other respondent or with any officer or employee of the Region 8 Workforce Board whereby it has paid or will pay to such other respondent or officer or employee any sum of money or anything of real value whatever; and has not, directly or indirectly, entered into any arrangement or agreement with any other respondent or respondents which tends to or does lessen or destroy free competition in the letting of the agreement sought for by the attached response; that no inducement of any form or character other than that which appears on the face of the response will be suggested, offered, paid, or delivered to any person whomsoever to influence the acceptance of the said response or awarding of the agreement, nor has this respondent any agreement or understanding of any kind whatsoever, with any person whomsoever, to pay, deliver to, or share with any other person in any way or manner any of the proceeds of the agreement sought by this response.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Print or Type Name

Subscribed and sworn to me this day \_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public

County of \_\_\_\_\_

Commission Expiration Date \_\_\_\_\_

## Attachment C

### Assurances and Certifications

The authorized representative agrees to comply with all applicable State and Federal laws and regulations governing the Workforce Investment Act, Workforce Investment Boards, Regional Workforce Boards and any other applicable laws and regulations. The authorized representative certifies that the proposing organization possesses legal authority to offer the attached proposal. A resolution, motion or similar action has been duly adopted or passed as an official act of the organization's governing body authorizing the submission of this proposal.

In addition, the authorized representative assures, certifies and understands that:

Workforce Investment Act (WIA) recipients are obligated to maintain the following assurance for the period during which WIA Title I financial assistance is extended as stated in 29 CFR 37.21. Each request for proposal, proposal and application for financial assistance under WIA Title I shall contain the following assurances as required by 29 CFR 37.20.

"As a condition to the award of financial assistance from the Department of Labor under Title I of WIA, the recipient assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

Section 188 of the WIA, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I-financially assisted program or activity; Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color or national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities; the Age Discrimination Act of 1975, as amended, which prohibits discrimination on the bases of age; and Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs."

The recipient also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the recipients operation of the WIA Title I-financially assisted program or activity, and to all agreements the recipient makes to carry out the WIA Title I-financially assisted program or activity. The recipient understands that the United States has the right to seek judicial enforcement of this assurance.

**Debarment, Suspension, and Other Responsibility Matters:** This certification is required by the Federal Regulations, implementing Executive Order 12549, Government-wide Debarment and Suspension, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85), Department of Health and Human Services (45 CFR Part 76).

**The undersigned applicant certifies that neither it nor its principals:**

- (1) Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;
- (2) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in Paragraph (2) of this section; and
- (4) Have not within a three-year period preceding this application had one or more public transactions terminated for cause or default.

<p><b>Nondiscrimination:</b> The undersigned applicant certifies that it shall comply with the nondiscrimination provisions outlined in the WIA of 1998 including Title I, Sec. 184 (f) and Sec. 188 (a); 20 CFR 667.266 (a) and 45 CFR 80 and 84.</p>
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**Conflict of Interest:** The undersigned applicant certifies that:

- (1) No manager, employee or paid consultant of the Proposer is a member of the Board of Directors, or an employee of the Board;
- (2) No manager or paid consultant of the Proposer is married to a member of the Board of Directors, or an employee of the Board;
- (3) No member of the Board of Directors, or an employee of the Board owns or has any control in the Proposer's organization;
- (4) No spouse of a member of the Board of Directors, or employee of the Board receives compensation from Proposer for lobbying activities;
- (5) Proposer has disclosed within the proposal response any interest, fact or circumstance which does or may present a potential conflict of interest;
- (6) Should Proposer fail to abide by the foregoing covenants and affirmations regarding conflict of interest, Proposer shall not be entitled to the recovery of any costs or expenses incurred in relations to any contract with the Board and shall immediately refund the Board any fees or expenses that may have been paid under the contract and shall further be liable for any other costs incurred or damages sustained by the Board relating to that contract.

**Lobbying:** This certification is required by the Federal Regulations, Implementing Section 1352 of the Program Fraud and Civil Remedies Act, Title 31 U.S. Code for the Department of Agriculture (7 CFR Part 3018), Department of Labor (29 CFR Part 93), Department of Education (34 CFR Part 82), Department of Health and Human Services (45 CFR Part 93).

The undersigned applicant certifies that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence any officer or employee of Congress, or an employee of a Member of Congress, or locally elected officials.
- (2) In connection with the awarding of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
- (3) If any funds, other than Federal appropriated funds, have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, any officer or employee of Congress, an employee of a Member of Congress, or locally elected officials in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (4) The undersigned shall require that the language of this certification be included in the award for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and provide disclosure accordingly.

**Drug-Free Workplace:** This certification is required by the Federal Regulations, Implementing Section 5150-5160 of the Drug-Free Workplace Act, 41 U.S.C. 701; for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Part 85, 668 and 682), Department of Health and Human Services (45 CFR Part 76).

The undersigned applicant certifies that it shall provide a drug-free workplace by:

- (a) Publishing a policy statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the consequences of any such action by an employee;
- (b) Establishing an ongoing drug-free awareness program to inform employees of the dangers of drug abuse in the workplace, the Contractor's policy of maintaining a drug-free workplace, the availability of counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed on employees for drug abuse violations in the workplace;
- (c) Providing each employee with a copy of the Contractor's policy statement;

- (d) Notifying the employees in the Contractor's policy statement that as a condition of employment under this contract, employees shall abide by the terms of the policy statement and notifying the Contractor in writing within five (5) days after any conviction for a violation by the employee of a criminal drug statute in the workplace;
- (e) Notifying the Commission within ten (10) days of Contractor's receipt of a notice of a conviction of an employee; and,
- (f) Taking appropriate personnel action against an employee of violating a criminal drug statute or require such employee to participate in drug abuse assistance or a rehabilitation program.

These certifications are material representations of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction.

**WIA Sec. 184 (f): Discrimination Against Participants:** -- If the Secretary determines that any recipient under WIA Title I has discharged or in any other manner discriminated against a participant or against any individual in connection with the administration of the program involved, or against any individual because such individual has filed any complaint or instituted or caused to be instituted any proceeding under or related to WIA Title I, or has testified or is about to testify in any such proceeding or investigation under or related to WIA Title I, or otherwise unlawfully denied to any individual a benefit to which that individual is entitled under the provision of WIA Title I or the Secretary's regulations, the Secretary shall, within 30 days, take such action or order such corrective measures, as necessary, with respect to the recipient or the aggrieved individual, or both.

**WIA Sec. 188 (a):**

- (1) **Federal financial assistance.** -- For the purpose of applying the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), on the basis of disability under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), on the basis of sex under Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), or on the basis of race, color, or national origin under Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), programs and activities funded or otherwise financially assisted in whole or in part under this Act are considered to be programs and activities receiving Federal financial assistance.
- (2) **Prohibition of discrimination regarding participation, benefits, and employment.** -- No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any such program or activity because of race, color, religion, sex (except as otherwise permitted under Title IX of the Education Amendments of 1972), national origin, age, disability, or political affiliation or belief.
- (3) **Prohibition on assistance for facilities for sectarian instruction or religious worship.** -- Participants shall not be employed under WIA Title I to carry out the construction, operation, or maintenance of any part of any facility that is used or to

be used for sectarian instruction or as a place for religious worship (except with respect to the maintenance of a facility that is not primarily or inherently devoted to sectarian instruction or religious worship, in a case in which the organization operating the facility is part of a program or activity providing service to participants).

**(4) Prohibition on discrimination on basis of participant status.** -- No person may discriminate against an individual who is a participant in a program or activity that receives funds under WIA Title I, with respect to the terms and conditions affecting, or rights provided to, the individual, solely because of the status of the individual as a participant.

**(5) Prohibition on discrimination against certain non-citizens.** -- Participation in programs and activities or receiving funds under WIA Title I shall be available to citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylees, and parolees, and other immigrants authorized by the Attorney General to work in the United States.

**20 CFR §667.266 (a): WIA Title I funds may not be spent on the employment or training of participants in sectarian activities.**

**Further, the undersigned applicant certifies that it shall comply with the provisions outlined by the U.S. Department of Health and Human Services (45 CFR 80 and 84).**

With regard to Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the provider agrees to comply with the implementing regulations that require that each program of training services, when funded in all or in part with federal funds, shall be accessible to qualified individuals with disabilities. The provider further agrees to meet all applicable requirements regarding facility access.

By signing, the applicant certifies that it will comply with all other regulations implementing the laws cited above. This assurance applies to the applicant's operation of the WIA Title I - financially assisted program or activity, and to all agreements, the applicant makes to carry out the WIA Title I-financially assisted program or activity. The applicant understands that the United States, Indiana Department of Workforce Development, and the Board have the right to seek judicial enforcement of this assurance. NOTE: WIA non-discrimination regulations are published at 29 CFR 37.

**Documentation of Financial Stability:** The undersigned applicant certifies that it shall comply with the Indiana Department of Workforce Development with regard to providing documentation of financial stability. As part of their local application requirements, the Board is to specify its local protocol for documentation and submission requirements.

**Reporting Requirements:** The undersigned applicant certifies that it shall comply with the provisions of Sec. 122 of the Workforce Investment Act of 1998 and the reporting and procedural requirements issued by the Indiana Department of Workforce Development.

Where the prospective recipient of federal assistance funds is unable to certify to any of the statements in this certification, such prospective recipient shall attach an explanation to this certification.

The undersigned Authorized Representative of the applicant herein certifies that the statements above pertaining to Debarment, Suspension and Other Responsibility Matters; Nondiscrimination; Conflict of Interest; Education Standards and Procedures; Documentation of Financial Stability and Reporting Requirements are true and correct as of the date of submission. This does not preclude the Board from requiring additional assurances as part of the local application requirements.

Further, the Authorized Representative acknowledges that if the information given to the Board by the applicant causes harm to a third party, then applicant will be held liable for any Board action resulting from reliance on that information.

The applicant must notify the Board in writing if the authorized signatory changes.

Certified by:

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Signature of Authorized Official	Title
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Typed/Printed Name of Signatory

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Name of Organization